

# PROCESS SERVERS QUARTERLY MEETING MINUTES

<b>Day &amp; Date:</b>	Tuesday, April 20, 2010	<b>Location:</b>	Downtown Justice Center 620 West Jackson, 2 <sup>nd</sup> Floor Training Room 2083
<b>Time:</b>	12:00p – 1:00 pm	<b>Minutes:</b>	Jody Fisher

## Purpose of Meeting

Community Awareness; Process Servers, Court and Clerk's Office Information and Exchange Meeting

## Open to the Public

### Names

Clerk of the Superior Court	Justice Court
Superior Court	Process Servers
Supreme Court	Judicial Officers

Item	Topic	Presenter
1.	<ul style="list-style-type: none"> <li>Welcoming Remarks</li> </ul> <p>Meeting opened at 12:02, Michael K. Jeanes introduced the newest member of to the Clerk's Office, Deputy Director Becky Magana she is working with Deputy Director Gordon Mulleneaux who will be retiring, Becky will take over the Document and Cash Management Division.</p>	Michael K. Jeanes, Clerk of the Superior Court
2.	<ul style="list-style-type: none"> <li>eFiling and ECR Updates</li> </ul> <p>eFiling updates, the Supreme Court's <a href="#">AZ Turbo Court</a> portal will have a Soft launch sometime in June 2010, exact date unknown at this time. This will allow eFilings for any Civil subsequent case documents through the State Portal. Eventually when AZ Turbo Court is up and running, there will be an Administrative Order signed by the Supreme Courts Chief Justice making it will be mandatory for all attorneys to eFile all Civil subsequent documents. The system will be available to all Pro Per's through AZ Turbo Court but not mandatory for these customers.</p> <p>Question: How will the documents, Summonses and Certificate of Service be handled?</p> <p>Answer; Lauri Million stated, "They haven't discussed these items particularly, if they were to be accepted there would then be the fee that applies. Each document filed through the system has a \$6.00 transaction fee".</p>	Michael K. Jeanes, Clerk of the Superior Court
3.	<ul style="list-style-type: none"> <li>Budget Status Update</li> </ul> <p>Budget updates; The State has reached a Budget agreement. There is one agreement if Prop. 100 passes and another for if Prop. 100 does not pass. Until this comes to a conclusion the Budget for the Clerks Office remains uncertain, yet hopefully there will not be any more Reductions in Force. Currently the office is down by 160 positions.</p> <p>Do your own research and get out there and vote. Either way, just be sure you vote.</p>	Michael K. Jeanes, Clerk of the Superior Court
4.	<ul style="list-style-type: none"> <li>Civil Filing Fees Changed April 15<sup>th</sup>, 2010, Lengthy Trial Fee's</li> </ul> <p>Michael K. Jeanes introduced Merriel Trombley, Supervisor</p>	Merriel Trombley, Supervisor Civil Filing

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	<p>of the Civil Filing Counter. She explained that on April 15<sup>th</sup>, there was a fee change, the Lengthy Trial Fund Fee will be applied to all filing fees to file a new complaint, answer or motion to intervene pursuant to Arizona Supreme Court <a href="#">Administrative Order 2010-44</a>.</p> <p>The civil filing fees are as follows: Civil Complaints - \$301 Answers - \$223, and Motions to Intervene - \$301</p> <ul style="list-style-type: none"> <li>Judgment for Writs Update – <a href="#">Statute 12-1178</a></li> </ul> <p>There was a question on Writs in our last quarterly meeting; Merriel Trombley explained the Writs of Restitution and the Writs of Judgment. Where there is a 5 day waiting period on the Writs of Restitution and not on the Judgment.</p> <p>If you are coming from court you must have a copy of the signed Judgment for certification. The copy will clearly be marked "Copy for Certification" since this document will not be available on the system that quickly.</p> <ul style="list-style-type: none"> <li>Election Challenge Cases</li> </ul> <p>The Election Challenge Cases is coming up quickly, if you have documents to file on an Election Challenge Case there is a deadline of 5:00 PM on June 10, 2010.</p> <p><u>Do not use the drop box if you are filing an Election Challenge Petition on the deadline.</u></p>	<p>Counter Clerk of the Court</p>
5.	<ul style="list-style-type: none"> <li>Registration and Renewals of the Process Servers License</li> </ul> <p>Michael K. Jeanes introduced Sandra Tarin, with Customer Service, your Process Server Coordinator.</p> <p>Sandra reviews the Regular and the Renewal License time frame. Please make sure you apply 30 -45 days in advance. There is a lag time and we don't want them to expire.</p> <p>There have also been a large number of complaints received recently. Please be sure you are following the regulations and always being professional.</p> <p>Michael stated that we only process the complaints. They are then forwarded to Judge Sam Myers. The Judge will review all complaints and do as he sees fair.</p>	<p>Sandra Tarin, Customer Service Process Servers Coordinator</p>
6.	<ul style="list-style-type: none"> <li>Updates on Filing Counter Remodel Downtown</li> </ul> <p>Michael K. Jeanes introduced Becky Magana; together they explained the remodel for <u>Central and West Court Buildings</u>. Criminal, Family and Civil Filing Counters and the Distribution area will be re-locating for this remodel. This is approaching very quickly possibly, June or July exact date is unknown at this time. We do ask you stay updated by the COC web page. <a href="http://www.clerkofcourt.maricopa.gov/">http://www.clerkofcourt.maricopa.gov/</a></p> <p>All dates and department movements and closures will be announced there. The Central and West Court Buildings were built in the 60's. There are OSA guidelines that will be adhered to during the remodel because of Asbestos that was used in the 1960's.</p> <p>The current plan is that we will have a location available for Process Servers where multiple case types can be filed.</p>	<p>Becky Magana, Deputy Director, Clerk of the Court</p>

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	<p>The WCB / CCB remodel will be a temporary inconvenient. If there are any major problems please don't hesitate to contact us. Lauri Million remains available; Lauri's email address is at the bottom of the minutes.</p>	
7.	<ul style="list-style-type: none"> <li>Justice Court Information</li> </ul> <p>Michael Jeanes introduced Mr. James Vance, Deputy JC Administrator. Mr. Vance explained that he had polled the individual areas Court Managers, asked if there were any issues they would like brought up;</p> <p>The <u>Arcadia Biltmore</u> and the <u>Encanto Courts</u> stated that a fax sent in for the "Certificate of Service" is NOT acceptable.</p> <p><b>Q;</b> Why is it not accepted if it is accepted in other Justice Court's?</p> <p>Mr. Vance explained that there are different Court Manager's and Judges for each Justice Court. Each Court does have different rules in place. In these two JC the faxed Certificate of Service will NOT be accepted.</p> <p>Mr. Vance also explained that if the Process Servers were to get together and assign one or two Process Servers as representatives. Those individuals could attend the Court Manager's Meeting and explain the Process Servers point of view. If there is a decision on who would be appointed to attend, contact Mr. Vance at 602-506-5881. Those individuals will need to be placed on the agenda.</p>	James Vance, Deputy Justice Court Administrator
8.	<ul style="list-style-type: none"> <li>Superior Court Information</li> </ul> <p>Shannon Branham, Superior Court was introduced by Michael K. Jeanes the group was asked if there were any question, with there being none we moved on.</p>	Shannon Branham, Superior Court
9.	<ul style="list-style-type: none"> <li>Questions and Comments</li> </ul> <p>The floor was opened to any questions and with none</p> <p>Michael K. Jeanes did state that we are always available please use the eMail below and to contact Lauri Million with questions and or agenda items. The meeting adjourned at 1:00 PM.</p>	

**FOR ISSUES YOU WOULD LIKE TO SEE ON FUTURE AGENDAS,  
PLEASE eMAIL;**

Lauri Million, Document Management Administrator, Clerk of the Superior Court  
[millionl@cosc.maricopa.gov](mailto:millionl@cosc.maricopa.gov)

**NEXT QUARTERLY MEETING TUESDAY - JULY 13, 2010 from 12:00-1:00**

Downtown Justice Center - 620 West Jackson, 2<sup>nd</sup> Floor Training Room 2083